



MEETING SUMMARY

November 30, 2012

A regular *public meeting* of the New Jersey State Interagency Coordinating Council was held on Friday, November 30, 2012, at Children's Specialized Hospital in New Brunswick, New Jersey. The meeting was called to order at 11:06 a.m. by Warren Moore, Acting Chair, who presided.

ATTENDANCE – *Attached*

WELCOME/PRESIDER REPORT – Warren Moore, Acting Chair

Mr. Moore welcomed all attendees. At his request, *SICC members and public members* introduced themselves and identified their connection with early intervention.

APPROVAL OF MINUTES

The minutes of the *September 14, 2012* meeting were approved as distributed – upon motion by Tia Dix, seconded by Michele Christopoulos and unanimously carried—with the notation that Joyce Salzberg's name was inadvertently left off the list of attendees.

SICC COMMITTEES

1. Administrative

The Committee met this morning prior to the SICC meeting.

A. Some SICC members need to update their *profiles on the website*. Celine Fortin asked any member who does not have a profile on the website or who needs to update their profile to email a copy to her.

B. Upon motion by Ms. Fortin, seconded by Ms. Christopoulos and unanimously carried, the following potential dates for *2013 SICC meetings* were approved: 1/25, 3/22, 5/17, 7/26, 9/27, 11/22. The location is pending confirmation of availability at Children's Specialized Hospital.

(After the meeting, the following dates/locations were changed: retreat rescheduled for July 19th to accommodate Children's Specialized Hospital; March rescheduled for the 22nd at Manalapan, because March 29th is Good Friday.)

C. *SICC policies* were reviewed, with two potential updates identified. There were no substantive changes. A full package will be emailed to Council members, and a vote by email will be held in advance of the next SICC meeting.

D. The *SICC budget* is currently on target. At the January meeting, there is need to discuss Early Intervention Week and any other activities that the SICC would like to include.

E. Sunny Days offered to provide a demonstration of *virtual services and training modules* at the January 25th meeting, which will be held at Sunny Days in Manalapan.

2. Family Support

The Committee met this morning prior to the SICC meeting.

A. The committee discussed *community outreach* and reviewed a handout from REI family support staff outlining current REIC outreach activities and child find plans. The Committee will continue to review progress on the REIC's outreach efforts and will discuss any tracking information that is available. The Committee will make an effort not to duplicate the many outreach efforts already in place. One idea for outreach is free "banners" within local magazines.

B. *Virtual SICC meeting locations*: Feedback from the field is that there is very little participation in the satellite meeting locations, so the Committee has come up with a few ideas to explore, including webinars or audio and videotaping of meetings which would be archived on the website. Mr. Moore will look into the possibility of hosting a webinar through the hospital.

3. Service Delivery

The Committee met this morning prior to the SICC meeting and discussed three different topics.

A. The Department of Health (DOH) shared a draft copy of a *code of conduct/ethics for practitioners*. The Committee will provide feedback to DOH (Terry Harrison) within two weeks. Other members of the SICC who would like to provide feedback should contact Ms. Harrison.

B. *Rotation/provider agency assignment policy and procedure* was raised as a topic to be addressed by the Committee. Good and robust conversation was held. The Early Intervention home concept was discussed. The Committee agreed to discuss further at the January meeting.

C. Next topic (following January presentation by Sunny Days) will be to discuss concept of virtual service delivery.

4. Early Learning Challenge

A. The Committee did not meet while they await the release of a *Quality Rating Improvement Scale (QRIS)*. The draft QRIS was sent back to committee. Barbara Tkach will bring the information to the SICC when it is ready.

B. The *Infant Toddler Standards* have been finalized, but have not been released to the public.

NEW JERSEY DEPARTMENT OF HEALTH

Terry Harrison, Part C Coordinator, reported for the Lead Agency

1. *Superstorm Sandy*: The REICs are working with Service Coordination Units (SCUs) to determine if any early intervention families continue to be displaced or cannot be located. DOH issued a memo shortly after the storm providing guidance to SCU and EIP regarding service provision following the storm.
2. Gloria Rodriguez would like to be made aware of any situation which could have been handled better by the State involving communication and *emergency preparedness and response* to the storm. She is also welcoming suggestions for improvement.
3. *The Central Management Office Request For Proposal* was released on October 26, 2012. Nine potential vendors have expressed an interest in the RFP by requesting available information released under a confidentiality agreement. It is highly likely that the bid closing will be extended beyond the current December 21, 2012 deadline because of questions proposed by the potential bidders. It is anticipated that an award will be made by March and the new web based data system implemented within a year.
4. State staff are working on a draft of the *FFY 2011 (July 1, 2011 - June 30, 2012) Annual Performance Report*. The Part C Steering Committee meeting is scheduled for January 8, 2013 and will be held at Mid Jersey Cares REIC office. SICC members are encouraged to attend.
5. *Learning Management System*: Mercer County Community College (MCCC) is the agency administering the NJEIS LMS. Over 5,000 practitioners are in process of being registered (over 1,000 work for multiple agencies). Practitioners will receive a confirmation from MCCC once their registration is entered into the LMS. NJEIS has been conducting webinars through MCCC. Five webinars have been held to date and two are in planning, including Hearing Impairment Consultant Initiative and Family Information Meeting.
6. *Family Cost Participation Report*: Collections are falling behind what is needed to reach at least six million for the SFY, but there is still time in the year to see this improve.
7. *Procedural Safeguards Office (PSO) Report*: The DOH prevailed with the first administrative law hearing, which challenged Family Cost Participation and informed parental consent. A second hearing is in process and expected to take some time because of limitations on availability of the family and significant witnesses and exhibits entered into the proceeding. The PSO has received 342 informal complaints since July. The PSO drafted a proposed code of conduct for NJEIS provider agencies and practitioners.

REIC UPDATE

Susan Marcario presented an update on the Hearing Consultant Initiative.

NEW BUSINESS

DOH is going to look into the possibility of a *website for SICC members* to communicate with one another.

PUBLIC COMMENT

1. *Mona Lisa Adamo* ... (a) Presented comment on the code of conduct and rotation provider assignment and (b) requested consideration of the priority given to bilingual staff over staff that needs a translator.
2. *Patti Carlissimo* ... Thanked the SICC for reconvening the Service Delivery Committee.

ADJOURNMENT – 12:17 p.m.

Upon motion by Rachel Badalamenti, seconded by Ms. Christopoulos and unanimously carried.

APPROVAL

1.25.13